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PURPOSE: This Institute concerns the selection and protection of records necessary to continue operations in the event of any emergency. The most systematic and economical methods of ensuring such protection are discussed. The Institute is intended for managers, staff assistants, management analysts, records management officials and others having responsibility for emergency planning.

LOCATION AND SCHEDULE: Sessions will be held in Room 105, National Archives Building, Pennsylvania Avenue at 8th Street, N.W., Washington, D. C., February 17-20, 1969. Class hours will be from 9:00 to 4:30 p.m.

COST: The tuition fee is \$150.00. Checks should be made payable to The American University. The fee includes background materials and a final luncheon.

ENROLLMENT: Please execute the attached enrollment form. Payment of the above mentioned fee or statement of official approval for attendance must be received before registration can be assured.

REGISTRATION: Registration will take place in Room 105, National Archives Building, Pennsylvania Avenue at 8th Street, N.W., Washington, D. C. on February 17, 1969 prior to 9:00 a.m.

SPONSORSHIP: This Institute is under the sponsorship of the Center for Technology and Administration, The American University in cooperation with The National Archives and Records Service of the General Services Administration, and the Association of Records Executives and Administrators.

FOR FURTHER INFORMATION: Write to Center for Technology and Administration, The American University, Massachusetts at Nebraska Avenues, N.W., Washington, D. C. 20016—or telephone 244-6800, x 615.

THE AMERICAN UNIVERSITY
Center for Technology & Administration
Massachusetts at Nebraska Avenues, N.W.
Washington, D. C. 20016

The American University's



INSTITUTE ON
VITAL RECORDS PROTECTION
FEBRUARY 17-20, 1969



Sponsored by
CENTER FOR TECHNOLOGY
AND
ADMINISTRATION

In Cooperation with
National Archives and Records Service,
General Services Administration

APPLICATION FOR ENROLLMENT

Center for Technology and Administration

The American University

Massachusetts at Nebraska Avenues, N.W.

Washington, D. C. 20016

I wish to enroll in the Institute on Vital Records Protection, to be held at the National Archives Building, Pennsylvania Avenue and 8th Street, N.W., Washington, D. C. from February 17-20, 1969.

NAME

ADDRESS

EMPLOYER'S NAME AND ADDRESS

APPLICANT'S POSITION

The University reserves the right to withdraw the Institute if in its opinion the enrollment is insufficient to justify the program.

THE INSTITUTE OF VITAL RECORDS PROTECTION

February 17-20, 1969

DIRECTOR: Artel Ricks

PLACE: National Archives Building, Room 105, Conference Room

DATE: February 17-20, 1969

TIME: 9:00 a.m. - 4:30 p.m.

TENTATIVE SCHEDULE

1. **Why a Vital Records Program:** Virgil L. Couch, Assistant National Director of Civil Defense (Industrial Participation), Department of Defense.
2. **Vital Records and the Records Management Program:** E. O. Alldredge, Assistant Archivist for Records Management, National Archives and Records Service, General Services Administration.
3. **Legal and Moral Considerations:** Edward N. Johnson, Director Records Management, State of Florida.
4. **Identifying and Selecting Government's Vital Records:** Isadore Perlman, Office of Records Management, National Archives and Records Service, General Services Administration.
5. **Identifying and Selecting Industry's Vital Records:** Charles A. Gary, General Records Supervisor, New York Telephone Company, New York, New York.
6. **Planning the Program:** Joseph L. Kish, Jr., Vice President, Iron Mountain, Inc., New York, New York.
7. **Case Study:** To be Announced.
8. **Case Study—The RCA Story:** William P. Alexander, Assistant Corporate Secretary, RCA, New York, New York. STAT
9. **Operating the Program** [redacted] Richard C. Grimes, Manager Corporate Records Services, Westinghouse Electric Corporation, Boyers, Pennsylvania.
10. **Case Study—The DU PONT DE NEMOURS Story:** Richard Guerke, Manager, Records Section, Information System Division, The Secretary's Department, Wilmington, Delaware.
11. **Testing and Updating the Program:** John W. Porter, Manager, IBM Records Management, Armouk, New York.
12. **Protection Methods:** Louis G. Carrico, Assistant to the President, D. N. Owens Co., Washington, D. C.
13. **Case Study—The New York State Story:** Vernon Santen, Chief, Records Management, Office of General Services, State of New York.